



UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC Box 20004

Camp Lejeune, North Carolina 28542-0004

BO 5214.2C
TE&O

UN 18 1996

BASE ORDER 5214.2C

From: Commanding General
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRIP REPORT

Encl: (1) Trip Report Format

1. Purpose. To publish requirements for submission of a trip report upon completion of TAD.

2. Cancellation. BO 5214.2B.

3. Information. Fiscal restraints on TAD funds dictate that maximum benefit be obtained from each authorized trip. A well-written trip report with appropriate enclosures provides an excellent tool in disseminating information acquired while TAD to all members of the command who may have an interest or a need to know the subjects discussed.

4. Action

a. Personnel performing TAD other than for participation in athletic events, will prepare a trip report utilizing the format of enclosure (1). The report will be submitted to the General Staff Officer having cognizance of the subject covered, within two working days after completion of TAD.

b. Trip reports will be reviewed by the cognizant General Staff Officer and appropriate staff action taken if required. Reports will be then sent to the Chief of Staff for information.


J. T. MURRAY
Chief of Staff

DISTRIBUTION: A

JUN 18 1996

TRIP REPORT FORMAT

From: Reporting Individual
To: Cognizant General Staff Officer

Subj: TRIP REPORT

Ref: (a) BO 5214.2C

1. Purpose of trip:
2. Duration: to
3. Key Person(s) contacted on trip:
4. Place(s)/unit(s) visited:
5. Narrative summary:
6. Problems encountered:
 - a.
 - b.
 - c.
7. Recommended action:
 - a.
 - b.
 - c.
8. Immediate action taken (if any):

(Signature)

ENCLOSURE (1)